November 1, 2023

John Doe

123 Main Street

Tiffin, OH 44883

John.Doe@gmail.com

Credit for Prior Learning

Tiffin University

155 Miami Street

Tiffin, OH 44883

To whom it may concern,

This letter represents my formal request to be awarded experiential learning credits to fulfill the internship requirement for my program.

Based on my relevant and professional experience in the field, and as reflected in both my resume, and the attached essay that illustrates how my professional experience has helped me progress toward attainment of my program’s learning sutcomes, I feel that I already posess the knowledge, skills, and abilities that the internship would afford.

If needed, following person can corroborate my relevant experience.

* NAME
* TITLE/COMPANY
* PHONE NUMBER or EMAIL ADDRESS

Please let me know if you have any questions or require any additional information.

Thank you in advance for your consideration,